

Cardiac Ready Community Grant Program Advisory Committee

BYLAWS

Article I. Authority

The Cardiac Ready Community Grant Program Advisory Committee is established pursuant to § 23-38.1-02 of the *North Dakota Century Code*.

Article II. Advisory Committee Responsibilities

1. The state department of health shall establish a cardiac ready community grant program advisory committee with members appointed by the state health officer. The advisory committee shall advise the department in the development of the cardiac ready community grant program.
2. The state department of health, with the advisory committee's involvement, shall provide assistance to:
 - a. Evaluate programs;
 - b. Promote public awareness of core program elements;
 - c. Facilitate the coordination of program components with the local level;
 - d. Involve state agencies, law enforcement, and local government in the administration and management of the program; and
 - e. Assist the department in screening and implementing the grants.
3. The department may study the implementation of the program and shall recommend legislation the cardiac ready community grant program advisory committee considers appropriate to improve the program.

Article III. Membership

The membership must include a representative of the department, one cardiac ready community member, one representative of the emergency medical services association, one representative of the American heart association, one representative of the cardiac task force, one representative of the stroke task force, one representative of the emergency services advisory committee, one survivor advocate, and the state department of health emergency medical services and trauma medical director.

Section A. Voting

Each member will have one (1) vote. Proxy votes are not permitted. If a quorum is not present, a majority vote via email is acceptable.

Section B. Attendance

1. Members who are unable to attend a meeting of the Advisory Committee, a committee or subcommittee will notify the respective Chair of the Advisory Committee or Division of Emergency Medical Systems (DEMS). The respective Chair will determine whether the absence is excused, based upon the reasons indicated by the member. The Chair will note members with two (2) consecutive un-excused absences of regular meetings of such board, committee or subcommittee and notify the organization the individual represents, where applicable. A new Advisory Committee member will be appointed if more than 2 absences are un-excused.
2. Adjusting the order of agenda items to accommodate provider schedules so they may be present for a portion of the meeting is acceptable. These adjustments to the agenda must be requested prior to the meeting.
3. If an Advisory Committee member is unable to attend a meeting, it is their responsibility to assign someone to represent their place during the meeting.

Section C. Member Information

If an Advisory Committee member no longer wants to serve on the committee, they must contact the Chair and/or Department of Health representative.

Section D. Fiscal Year Definition

The fiscal year of the Advisory Committee will begin on July 1 and end June 30 the following calendar year.

Article IV. Officers

The officers will be a Chair and Vice-Chair. Any member is eligible to be an officer.

Section A. Duties of the Chair

1. The Chair will preside over all Advisory Committee meetings.
2. The Chair will preserve order and regulate debate according to parliamentary procedure.
3. The Chair will establish subcommittees necessary to perform the work of the Advisory Committee.
4. The Chair will be an ex-officio member of all committees and subcommittees.

5. The Chair will interact with outside agencies or entities on behalf of the Advisory Committee.

6. In the absence of the chair and vice chair, an Advisory Committee member selected by the Advisory Committee members present shall discharge all of the duties of the Chair.

Section B. Duties of the Vice-Chair

1. The Vice-Chair, in the absence of the Chair, will discharge all of the duties of the Chair.

2. The Vice-Chair, upon direction of the Chair, will serve as liaison to outside agencies or entities and perform other duties as assigned by the Chair.

Section C. Elections and Term of Office

Election of Officers will occur at the last regular meeting of each calendar year. One year term of office with option to be reelected to serve two consecutive years. Vice-Chair has the option to assume chair position once Chair has either stepped down or met the two consecutive year term limit.

Article V. DEMS

The DEMS will provide staff support to the Advisory Committee in the performance of its duties, which will include but is not limited to:

1. Recording and publishing the official minutes of all Advisory Committee meetings.
2. Maintaining the rosters of the Advisory Committee and subcommittees.
3. Posting notices of all scheduled meetings of the Advisory Committee on the Secretary of State website and other appropriate sites.

Article VI. Meetings

Section A. Meetings

1. The Advisory Committee will meet in public session as frequently as required to perform its duties, but not less than four (4) times per year unless there are extenuating circumstances supported by a majority vote of the Committee members. A special meeting may be convened at the request of the Advisory Committee Chair, DEMS Director, EPR Section Chief, State Health Officer, or by one-third (1/3) of the members.

2. A member of the Advisory Committee is required to attend 75% of the meetings unless the absence is excused.

3. Written notice will be given for all meetings of the Advisory Committee. For all regularly scheduled meetings, at least ten (10) days' notice is required.
4. A majority (one-half plus one) of the members of the Advisory Committee will constitute a quorum. A quorum is required to take any formal action. If a quorum is not present, a majority vote via email is acceptable.
5. A majority vote will be required to take formal action. Such majority is determined by the number of members present and voting at the time of the vote.
6. With permission of the Chair, non-committee members may address the Advisory Committee.

Section B. Minutes of Meetings

The DEMS will be responsible for maintaining an official copy of the approved Advisory Committee minutes. Their representative shall be designated the Recording Secretary. The Chair of each subcommittee is responsible for maintaining an official copy of the approved minutes of their respective meetings.

Section C. Attendance

The DEMS will record the attendance of all members at each Advisory Committee meeting. The Chair of each subcommittee is responsible for recording attendance at their respective meetings.

Article VII. Subcommittees

Section A. General Subcommittee Responsibilities

The Advisory Committee Chair may appoint subcommittees to accomplish specific designated functions. All subcommittees shall meet as necessary to perform the duties and responsibilities of the subcommittee.

Section B. Ad Hoc Subcommittees

1. Nominating Subcommittee

The Nominating Committee shall present a slate of nominations to the Advisory Committee prior to the election.

2. Bylaws Subcommittee

The Bylaws subcommittee shall be responsible for review of the Bylaws and considering amendments to the Bylaws.

Section E. Subcommittee Management

The Chair of each subcommittee will be elected from the membership of the Advisory Committee. The members of the subcommittees may be appointed from among the Advisory Committee members or from other qualified citizens of the State of North Dakota.

1. The Chair of each subcommittee will appoint the membership of the subcommittee. Consideration shall be given to diverse geographic representation from the entire state to inclusion of the system's stakeholders, and to the continuity of the subcommittee. Alternates are not permitted.
2. The subcommittee Chair is responsible for maintaining minutes and an attendance roster for each meeting and forwarding them to the DEMS following the meeting.
3. In general, all issues brought before the Advisory Committee may be referred to an appropriate subcommittee for review and recommendation before the Advisory Committee takes action.
4. The Chair of each subcommittee will report the subcommittee's activities to the Advisory Committee.

Article VIII. Parliamentary Procedure

All meetings of the Advisory Committee and its associated subcommittees shall be conducted in accordance with the latest edition of Roberts Rules of Order. The Chair may appoint a parliamentarian.

Article IX. Amendment of Bylaws

Any proposed change to the existing bylaws shall be submitted in writing to the Advisory Committee members at least ten (10) days prior to a scheduled meeting. The proposed change(s) and substantiation will be reviewed during the next scheduled meeting. The minutes of that meeting will include the proposed change(s) and any pertinent discussion information. The vote to effect the change can then be taken at the next scheduled meeting. A two-thirds majority vote of all members is needed to pass the proposed amendment.

Article X. Agenda

An agenda will be published by the DEMS and provided to the Advisory Committee members for all Advisory Committee meetings.

Article XI. Conflict of Interest

All members of the Advisory Committee and its subcommittees are required to adhere to the laws of the State of North Dakota regarding conflicts of interest.

Article XII. North Dakota Open Meetings Statute

All members of the Advisory Committee and its subcommittees are required to adhere to the laws of the State of North Dakota regarding Open Meetings that are detailed in § 44-04-19 et seq. of the *North Dakota Century Code*.

Article XIII. North Dakota Open Records Statute

All members of the Advisory Committee and its subcommittees are required to adhere to the laws of the State of North Dakota regarding Open Records that are detailed in § 44-04-18 et seq. of the *North Dakota Century Code*.

These bylaws shall become effective on _____

Approved by the Advisory Committee _____

DATE